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Report for Week Ending 20 September 1957
from
PROJECTS STAFF

1. Contributions

- ✓ a. Developed and delivered a new talk on filing practices for the Administrative Procedures course. The talk was developed around the "Clue" for better record keeping, covering...

C reating
L ocating
U sing
E liminating... files

25X1

- ✓ b. Prepared a memorandum requesting Supply Division to establish file guides with/guide rod projection as a standard stock item 25X1
out.

- ✓ c. Evaluated the following Employee Suggestions:

3222, Reductions in Printing Costs 25X1

58-95, Loose Filing 25X1

58-83, Courier's Classified Mail Receipt 25X1

- d. Prepared memorandum returning requisition for 116 4 dr. insulated cabinets to Procurement Division, and requesting deferment of acquisition until 1 Jan. 1958.

2. Assignments Active

- a. Requisition Review - Reviewed five requisitions for filing equipment and supplies. Returned requests for Wheeldex equipment to 25X1
DD/P and OP, for further study. 25X1

- ✓ b. BR Shelf File - All filing equipment and office furniture delivered. Work stations will be erected in the next few days. Lighting for shelf files is being installed. 25X1

- ✓ c. Finance Division Floor Space Layout - Building Maintenance has submitted an alternate floor plan that would eliminate shoring wing C, Alcott Hall. Our plan calls for shoring so that personnel and registry records may be placed in one wing. Moore favors our plan. 25X1 25X1

- ✓ d. Personnel-Type VM Records - Conferred with Chief, RI/FI on the purpose of the study and whether any personnel-type records might be deposited by DD/P. Chief, RI did not know of any. Nevertheless we propose referring a copy of the study to his staff for review and comments in line with their program. 25X1

- 2 Drafted a memorandum outlining for the ARO/OP VM deposits we feel could be removed from the VM schedule. 25X1

ARO/OTR advised that reports on status of VM deposits were arriving in advance of the requested deadline of 20 September. 25X1

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e. VM Repository Operations - [] OCR Cable Section examined the OCR Cable Collection to institute an effective system for destroying cables classified through SECRET which have been retained for three months. Our proposal to retain TS and SS cables for six months was not accepted by OCR. Because of the present Syrian crisis they feel that the annual retention period, should be continued. [] 25X1

✓ f. OSI Files Installations - Intelligence Production Staff and Applied Sciences Division have requested additional installations. Work in IPS will be more of an instructional nature while the request from ASD will result in an installation at a Branch level. [] 25X1

✓ g. ORR Files Installations - Installation of the Agency file system in ORR commenced this week. In the Office of the Chief, Economic Area this installation will be confined to the Administrative type files. Mr. [] ARO for ORR discussed with [] and [] the tentative schedule of installations through out the entire Economic Area. It appears that there will be a minimum of thirty-two installations in this area. The Geographic area and ORR staffs will increase the number of installations to approximately seventy. [] 25X1

3. Projects Inactive

- a. CI/OA Floor Space and Equipment Survey
- b. IR/OCR Shelf File Project
- c. OS Shelf File Project

4. News

- 25X1 a. [] requested assistance in selecting an elevator file for engineering records. She now has a Diebold Elevator file. Arrangements will be made for [] and personnel to see a Wheeldex product. ([]) *her*
- 25X1 b. Attended the second meeting of U. S. Government Correspondence Manual Working Committee. Was assigned to the subcommittee on staff studies, reports, agendas, and minutes of meeting. Researched material for the section on staff studies. [] 25X1
- c. Chief, RI/FI advised that a permanent RI team has been assigned to one field area.
- 25X1 d. [] attended 18 September meeting of the Society of Public Administration. [] 25X1

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